



TOWN OF WESTWOOD
COMMONWEALTH OF MASSACHUSETTS

PERSONNEL BOARD

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JOB POSTING
TOWN OF WESTWOOD
SUPERINTENDENT OF HIGHWAYS AND GROUNDS

The Town of Westwood seeks a qualified individual to perform administrative and supervisory work directing the operations of the Highway/Grounds Division as a member of a dynamic Public Works Management Team.

Duties include: Administers and oversees the operations of the highway department; supervises staff and operations in the resurfacing of streets and the repair of pavement, sidewalks, and driveways; supervises snow removal, plowing and sanding operations, street cleaning operations, and operations and activities resulting from fire, explosions, floods, and other emergencies. Supervises the care and maintenance of the town cemetery; town fields and grounds; medians; parks; trees; landscaping. Assesses highway project needs, determines priorities and staffing requirements, and assigns personnel to projects. Regularly inspects operations and projects in progress to ensure compliance with established practices, procedures and safety measures, and to provide technical advice and assistance to foremen. Coordinates all highway planning construction and funding with state, county, and other municipal officials. Oversees the operations at town cemetery including the sale of lots and related bookkeeping; communicates with local funeral homes regarding scheduling of burials. Provides budget related information to the Director of Public Works for use in the preparation of the department salary and expense budgets. Provides and maintains all street signs and traffic control signs to meet regulations. Provides all line painting on roads. Answers citizen questions, investigates complaints, provides information on rules and regulations, and formulates plans with citizen input to effectively deal with neighborhood concerns. Ability to communicate professionally via email, written correspondence, telephone and in person.

Qualifications and experience: Associate's degree in engineering, landscape, business or related field required; Seven years of progressively responsible experience in public works, landscape, construction or maintenance; At least five years in a supervisory capacity or any equivalent combination of education and experience. Massachusetts CDL and Hoisting license. Substantial knowledge of the materials, tools, equipment, methods, and techniques relative to road construction and maintenance, park maintenance and turf and tree care.

Salary: Full time, benefit position; annual salary range \$60,818 - \$81,633 commensurate with experience.

Submit resume to: **Personnel Board, Westwood Town Hall, 580 High Street, Westwood, MA 02090** or personnel@townhall.westwood.ma.us by noon on Friday, August 6, 2010.

The Town of Westwood accommodates the needs of all physically challenged or disabled people by all reasonable means in accordance with the Americans with Disabilities Act. Please contact the Selectmen's Office at 781-326-6450 to make your request known.

POSTED: JULY 22, 2010
EQUAL OPPORTUNITY EMPLOYER